

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
STATE MILITARY RESERVE  
9800 Goethe Road – P.O. Box 269101  
Sacramento, California 95826-9101

CASR-P

1 November 2005

**PERSONNEL POLICY BULLETIN 05-02  
LEAVES OF ABSENCE FROM CALIFORNIA STATE MILITARY RESERVE**

Effective 1 November 2005

1. HQ, CA SMR recognizes a professional and consistent program for retaining quality individuals in the California State Military Reserve (CA SMR), while at the same time realizing that there are times and situations that preclude a quality individual from participating in the operations and training of the CA SMR has established this program to provide for Leaves of Absence from the CA SMR.
2. The purpose of this Personnel Policy Bulletin is to provide guidance and procedures for individual members of the CA SMR to request a Leave of Absence from the CA SMR for a period not to exceed one (1) year.
3. As used in this Personnel Policy Bulletin, the Major Subordinate Commands (MSCs) of the CA SMR are (1) Installation Support Group, (2) 40<sup>th</sup> Division Support Brigade, (3) 100<sup>th</sup> Troop Command Support Brigade, (4) OTAG Support Group, (5) California Center for Military History, and (6) HHD, CA SMR.
4. Effective with the issuance of this Personnel Policy Bulletin, individuals desiring to request a Leave of Absence shall prepare a letter requesting a Leave of Absence and forward that letter, through their chain of command, to include MSC Commander, to HQ, CA SMR, ATTN: CASR-P
5. The request will include personal identification, reason for the request, employers or doctors certifications, and duration of the Leave of Absence.
6. Units and MSCs shall include a Form 10 to indicate their respective concurrences. Intermediate non-concurrences are to be returned to the originating unit for resolution of issues.
7. Valid reasons for a request are (1) medical, (2) employment, and (3) family emergency situations. Enlistment in a federal component of the Armed Forces is not a valid reason. The maximum duration of an approved Leave of Absence may not exceed one calendar year from the date of approval.

8. The approving authority is the Director of Personnel (CASR-P) at HQ, CA SMR.
9. Requests will be reviewed in a timely manner by the Director of Personnel and approval/non-approval will be forwarded through the chain of command to the requestor. Upon approval, orders will be published placing the individual in a Leave of Absence status. The appeal authority for non-approved requests is the Deputy Adjutant General, State Defense Force/Commander, CA SMR.
10. The requestor's personnel file will be annotated with the time period for the Leave of Absence and duties missed during this time frame will not be counted against the individual. Time in grade for promotion, however, will be adjusted to exclude the Leave of Absence period from the time in grade requirements for promotion to the next higher grade.
11. At the conclusion of the Leave of Absence, individuals who fail to return to duty must either request discharge (or retirement, if eligible) from the CA SMR or be involuntarily discharged in accordance with the applicable CA SMR regulations.
12. Units shall request removal from Leave of Absence status by submission of a CA SMR Form 10. Confirming orders shall be published, with the necessary adjustment of Date of Rank.
13. This Policy Bulletin supersedes any previous bulletins or policy announcements on the matters covered herein and will be incorporated into the next revisions of appropriate regulations.
14. Questions regarding this Policy Bulletin may be directed to the undersigned at HQ, CA SMR, ATTN: CASR-P.

FOR THE COMMANDING GENERAL:

/s/

EMORY R. CLIFTON  
COL (CA), GS, CA SMR  
Director of Personnel